

**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)**

**Board Minutes**

April 11, 2012

**ATTENDANCE:** Margaret Arbanas, Bonnie Bankson, Mary Barrett, Pat Barrett, Stacy Bieler, Carol Bryson, Marion Chapman, Lisa Homeniuk, Helen Hagens, David Horner, Iris Horner, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, , Jo Pamment, Dottie Schmidt, Pam Sievers, Carol Towl, Christine Van Nada,

**Visitors:** Chen Wang, Program Coordinator, VIPP; Yan Ma, Pat Mukerjee, Mona Brandon,

**Intern:** Jessica Mesaros

*The meeting was brought to order by President, David Horner, at 9:30 am.*

**AGENDA:** Approved.

**INTRODUCTIONS:** Chen Wang, Program Coordinator, VIPP; Yan Ma, Pat Mukerjee, Mona Brandon, and Helen Hagens.

**APPROVAL OF MARCH 2012 MINUTES:** Approved

**ANNOUNCEMENTS:**

- Thanks to Every Tuesday (ET) Program for providing refreshments.

**TREASURER'S REPORT: Dottie Schmidt**

**Treasurer's Report:** Dottie Schmidt

**March 2012 -** Approved

**Accounts at MSU Federal Credit Union**

Savings Account

3-01-12 Balance Forward	4208.83
3-31-12 Deposit Dividend +.89	4209.72
3-31-12 <b>Ending Balance</b>	<b>4209.72</b>

Percentage yield: .25% from March 1, 2012 through March 31, 2012

International Friendship Program Account

3-01-12 Balance Forward	450.00
3-31-12 <b>Ending Balance</b>	<b>450.00</b>

Insured Money Management Account

3-01-12 Balance Forward	5002.76
3-31-12 Deposit Dividend + 1.06	5003.82
3-31-12 <b>Ending Balance</b>	<b>5003.82</b>

Percentage yield: .25% from March 1, 2012 through March 31, 2012

Checking Account

3-01-12 Balance Forward	492.85
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3-29-12 Check to Erika Larson for Lending Center donation receipts	--29.92
3-31-12 <b>Ending Balance</b>	<b>462.93</b>

**Total= \$10126.47**

*Submitted electronically 4-10-12.*

**ACTION ITEMS**

- Pam Sievers distributed sample guest invitations for the May 9<sup>th</sup> annual meeting; these will be sent electronically. A set-up sign-up sheet was distributed. A sign-up for food will be sent electronically. Congratulations to David Horner, 2012 Homer Higbee award winner.
- **Annual Reports are due May 8<sup>th</sup>; please send to Fred Fritz in 12 point - “Times New Romans” font.**
- Iris Horner presented the following nominations for 2012-2013:

**CVIP Nominations for 2012-2013**

**Officers:**

President	Pam Sievers
VP	Barb Sawyer-Koch
Secretary	Fred Fritz
Treasurer	Dottie Schmidt
Assoc. Treasurer	Fred Fritz
Past President	David Horner

**Programs:**

Every Tuesday	Christine Van Nada, Shawn Gallagher, Helen Hagans,
Sarah	Phillips
IFP	Pam Sievers, Midge Morrow, Bonnie Bankson,
	Cindy Walter, Larry Karnes and Teri Walters
Global Festival	Lisa Homeniuk, Nicole Namy
Home Visits	Iris Horner
Lending Center	Erika Nwanko Larson
Scholarship	Carol Bryson and Christine Van Nada
I SPEAK	Carol Towl and Barb Sawyer-Koch
CVIP Alumni	Mary Barrett and Ann McCall
Administrative	
Services:	Pat Barrett
Office	
Public Relations	Stacey Bieler
Membership	
Website	Pat Barrett
Historian	Pat Barrett

**REPORTS:**

- Pam Sievers reviewed the Quarterly Strategic Planning report which is included toward the end of the minutes.
- Marketing CVIP – New Powerpoint Presentation – Iris Horner
- MSU/OISS/ISP Updates – Peter Briggs

## PROGRAM REPORTS

**Every Tuesday:** Last week, Every Tuesday finished up for the Spring semester with our traditional potluck and planning session. Enthusiasm and attendance were high. With both international and American women contributing ideas for the Fall semester, we quickly filled the schedule with a variety of fun activities (see below).

The sad part is saying goodbye to women we have come to know over the course of a few weeks or a few years. A Japanese friend, who has only been here a few months, will return to Japan with her husband during the summer. She thanked us all, in markedly improved English, saying what a good experience Every Tuesday has been for her. She exemplifies the reason we do Every Tuesday: instead of having spent her time here as an outsider to our foreign culture and language, she has been an insider among friends who learn and laugh together and support each other on Tuesday afternoons.

We have been happy to have Helen Hagens as part of Every Tuesday this year, and are delighted that she has agreed to be a co-chair for next year. Helen brings many years of experience in serving international students, as well as having been a wife and mother overseas herself. Her friendly smile and "Come to Grandma" arms make all the young mothers with babies feel especially welcome at Every Tuesday! Helen's help is much appreciated, as co-chair Shawn Gallagher is unsure whether her work schedule will allow her to attend next Fall, and co-chair Sarah Phillips has taken on a development project, with delivery of a new Phillips expected just before ET reconvenes.

### Every Tuesday Schedule for Fall 2012

#### September

18 Pots and Plants

25 Trip to Horrock's

#### October

2 Lunch at Alice Cook's Farm

16 Quilting

23 Zumba

30 Halloween Treats

#### November

6 Day of Beauty

20 Thanksgiving Meal

27 Holiday crafts

#### December

4 Potluck and Planning

*Submitted electronically on 4-10-12*

*Christine Van Nada, ET co-chair*

**Home Visits:** The next Home Visits for the English Language students will take place on Wednesday morning, April 18<sup>th</sup>. We have 66 students that have been assigned to one of the 14 Host Homes and 18 drivers who will be helping to transport the students.

We have 7 new Home Hosts and 5 new Drivers participating on April 18<sup>th</sup>!

Home Visits is also beginning to look at how to evaluate this program and include other international groups who would like to participate in Home Visits.

*Submitted electronically on 4-12-12*

*Iris Horner*

**Global Festival:** *No Report*

*Margaret Arbanus*

**International Friendship Program:** During the month of March, we solicited the students for nominations for the International Friendship Volunteer of the Year Award and to our happy surprise, we received 24 nominations. One “friend” has been selected and the name has been forwarded to Stacey Bieler as requested. In the process, we heard many great examples of the meaningful ways this program is supporting and helping our students.

We also completed the Student Evaluation tool using Survey Monkey. To date, we have received 39 responses. A summary of this evaluation will be shared in June as results for both the student portion and the volunteer friend survey will be available at that time. A special thanks to Pat Klein for her work in developing these evaluation tools.

*Submitted electronically 4-09-12.*

*Midge Morrow & Pam Sievers*

**Lending Center:** *Erika Nwankwo Larson*

**Scholarship Program** Fall term 2012 applications for the CVIP Scholarship for Spouses of MSU students are due on Friday, April 20, 2012. Qualified applicants will be interviewed on Friday, April 27, 2012.

Some work has been done to consolidate files of the Scholarship Committee, but much more work remains. We are hopeful that in the months ahead we can complete work to have information stored electronically. We will retain some paper files, but only those from recent years. *Submitted electronically 4-10-12.*

*Carol Bryson*

**International Speakers Program/ I Speak:** Jessica Mesaros, OISS intern, has produced a summary report on feedback that I SPEAK has received this year from teachers, planners, student audiences, and international student speakers. The report will be sent to CVIP board members electronically.

Since our last board meeting, these speakers have shared their countries’ cultures:

**March 15** Carol took Chinese students Xianxuan Xu, Xin Tan, and Christina (\_\_\_) to participate in the Far East Festival at Mason Middle School.

**March 21:** Barb took Aline Raquel Franceschini, from Brazil. to speak at the meeting of the MSU Community Club’s International Interest group.

**March 22:** Stuart Sleight took Lyonel Laulie to speak and offer a brief musical performance of Chilean music at a meeting of the Kiwanis Club of Downtown Lansing.

**April 4:** Mitsuko Marx drove Aline Raquel Franceschini, Brazil, to speak at Allen Senior Center.

This afternoon (April 11), Mary Hennessey who is a valued member of the I SPEAK Advisory Committee will be receiving a Globie Award for her work with MSU's international students. Mary is a librarian from East Lansing Public Library who leads an International Book Club on behalf of LATTICE, an organization of students from MSU's College of Education and local educators who are interested in internationalizing their classrooms.

We plan to send a mailing encouraging service clubs in our local community to request international speakers during Fall Semester 2012. This is an attempt to distribute our work load over the year. Because of the standardized testing schedule, public school teachers are almost certain to postpone their speaker requests until Spring Semester each year.

## COMMITTEE REPORTS

**Executive:** *No Report.* *David Horner*

**Leadership:** See page 2 for nominations. *Submitted electronically on 4-12-12*  
*Iris Horner*

**Membership:** *No Report.* *Pat Barrett*

**Office:** *No Report* . *Pat Barrett*

**Website:** *No Report* . *Pat Barrett*

**Public Relations:** *No report,* *Stacey Bieler*

**Visioning:** *No Report.* *Barb Sawyer-Koch*

## ADJUNCT REPORTS

OISS/ ISP Dean's Office Report:

1. Topic of possible new rate of tuition for international students will be discussed at Wednesday's MSU Board of Directors meeting. We do not have details of what is being discussed, but we presume it will be \$1,000 on top of current non resident tuition and would take effect in fall 2012.

2. If this new rate of tuition is approved, and we do not know at this time if it will be or not, there is likely to be an infusion of new funding for programs and services that directly benefit international students. Likely recipients would include OISS, ELC, Admissions and perhaps the Colleges of Business and Engineering.

3. MSU is in the running for a \$43 million dollar grant to bring African students to MSU for undergraduate and graduate degrees. This is HUGE and there will be a community connection involved with our services to this sponsored group. Details will come on how

many students and when they might be arriving. We expect to know if we are selected by June 15. All indications are positive that we will be successful. If funded, the scale of what we will be doing is going to be highly publicized. This is likely to be an extraordinary moment in our university's history.

*Peter Briggs*

**Church Women United:** CWU met and toured Maplewood Family Center to learn how our rescue mission donations contribute to helping homeless families in the Lansing area. We were very impressed and proud of having these services in our city. The tour was followed by a brief meeting, devotions and refreshments.

Coming up April 27-28th in Grand Rapids is the annual CWU State Assembly will honor members for their work through Michigan. Officers will be elected and plans for the year ahead prepared. *Submitted electronically 4-10-12.*

*Marion Chapman*

**A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED:** As usual at this time of year, our classes are zipping along. We are looking forward to the home visits on the 18<sup>th</sup>.

We will be ending this semester on May 17, but a number of people have expressed interest in summer school, so we are scheduling a summer school program from June 4 through June 29<sup>th</sup>, 9 to 12 a.m., Monday through Friday. There will be a fee for the program. If you know people who are interested, please have them contact our office.

*Electronically submitted 4/11/12.*

*Jo Pamment*

**CVIP Alumni:** *No Report*

*Mary Barrett and Ann McCall*

**Volunteer English Tutoring Program Report:** *No Report.*

*Dottie Schmidt*

## UPCOMING EVENTS

Today – 4-6:00 pm	OISS Globies Awards – 3/F International Center
April 12 <sup>th</sup> – 1:00 PM	Alumni Group – Grand Traverse EL Pie Company
May 2 <sup>nd</sup> 9:30 am	Executive Committee
May 9 <sup>th</sup>	Annual reports due
May 9 <sup>th</sup> – 9:30-10:30	Board Meeting
May 9 <sup>th</sup> – 11:30-1:17	Annual meeting
June 6 <sup>th</sup> - 9:30	Executive Committee
June 13 <sup>th</sup> – 9:30	Board Meeting – New Exec Committee

## REFRESHMENT SCHEDULE:

May: Everyone

June: Executive Committee.

## EDUCATIONAL HOUR:

Database Development – Craig Rosenberger, Consultant

Review of CVIP's current application forms

Identify information (e.g. data) that our programs and committees would like to collect.

Discuss how the collected information will be used in reports, historical records, other...

Please indicate your time by function(s) for the last calendar month, rounded to 30 minutes. Do not

Name		Admn	ET	Lend Ctr	Schlrshp	Global Fest	IFP	ISpeak	Int Sp
Arbanas, Peggy	X								
Bankson, Bonnie	X								
Barrett, Mary	X								
Barrett, Pat	X	30.5							
Bieler, Stacey	X								
Bryson, Carol	X								
Fritz, Fred	X	6							
Gallagher, Shawn									
Highstreet, Cheryl									
Homeniuk, Lisa	X								
Horner, David	X								
Horner, Iris	X								
Kumata, Lillian	X								
Larson, Erika	X								
McCall, Ann	X								
Sawyer-Koch, Barb	X								
Schmidt, Dottie	X								
Sievers, Pam	X								
Towl, Carol	X								
VanNada, Christine	X								
White Votta, Steffanie	X								
Chapman, Marion	X								
Pamment, Jo	X								
Other IFP Com Mbrs									
		36.5							

## International Speakers (I Speak) Program Evaluation Report 2011-2012

### Returned Forms:

Speakers Form – 10

Teachers/ Group coordinators Form – 14

Student Form – 126

Total - 150

### Speakers Evaluation

- 80% of the speakers thought that their expectation from the experience was completely match or the experience was even better;
- 50% of speakers stated that questions and answers were one the most memorable part of their presentation. Most of the speakers who used interactive activities checked them as highlights of the visits;
- 40% of speakers stated they would change the content and 50% the way how it was presented;
- 60% of the speakers use Power Point presentation along with photos, video, money, gesture, calendar and handwriting showing;
- 50% of the speakers reported that they feel much better about themselves as presenters or the same as before after participating.

Some Suggestions from Speakers: Meet other speakers prior to event to know what other speakers are doing. More meetings to discuss how to present and develop presentations

### Students Evaluation

- 20% of the students did not know about the country they were presented about before;
- 54% of the students have heard about the country but have never had an opportunity to know more about it
- 21% of the students reported that they talked about the country in classes with teachers or peers
- 7 of them reported having an international friend from the same country as the presenter
- *The average gain of knowledge:*  
*Prior Program Level 1.71; After Program Level 3.5*
- *The most frequent answers (mode) for gain of knowledge:*  
*Prior Program Level 2; After Program Level 4 (an average 2 point difference)*
- 83 % of the students reported being very excited and curious about the presentation
- 65% of the students checked presentations itself as highlights of the visits; 59% of the students marked interactive activities as highlights of the visits; 46% - questions and answers..\* They also mentioned enjoying the music, singing, and visuals.



- Some Suggestions from Students: Be more interactive, ask questions, look at the class and not just the staff, and bring food.

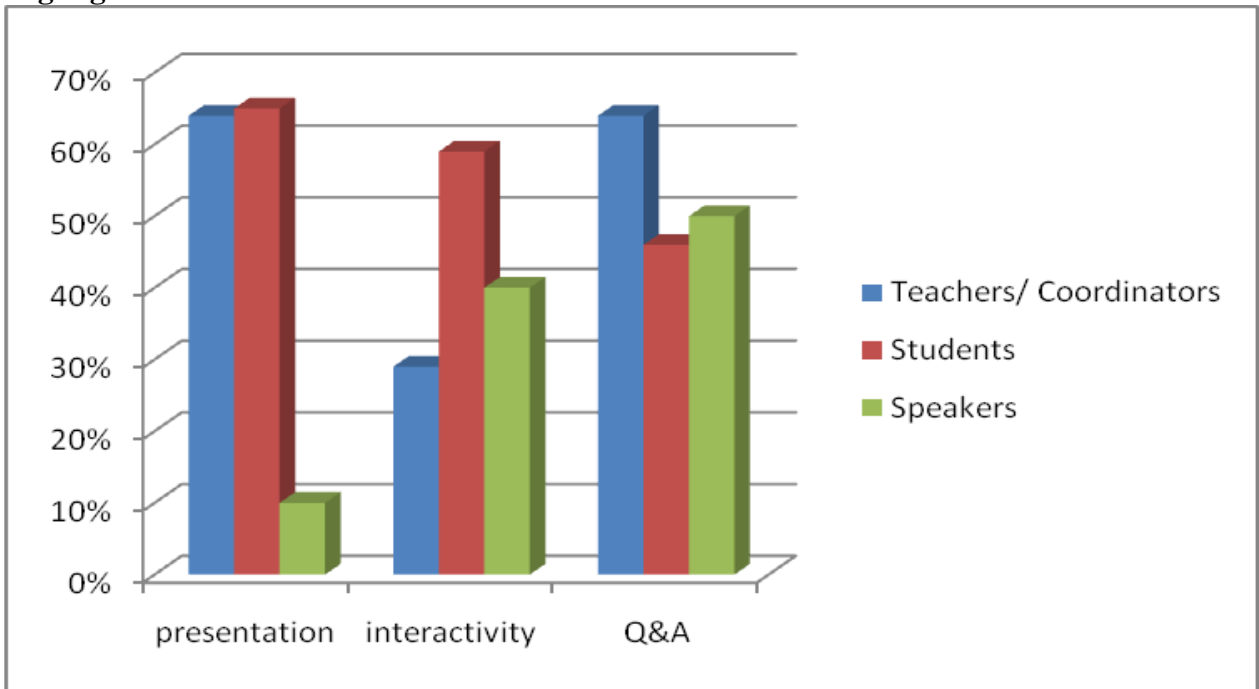
### Teachers & Group Coordinators Evaluation

- All teachers/group coordinators said that I Speak presenters brought new knowledge (85%) and made the audience think about different perspective in regards to the topic (85%);\*
- 93% of the teachers/group coordinators think that their groups experiences was good overall;
- 65% of the teachers/group coordinators checked presentations itself as highlights of the visits; 29% marked interactive activities as highlights of the visits; 64% - questions and answers.\*

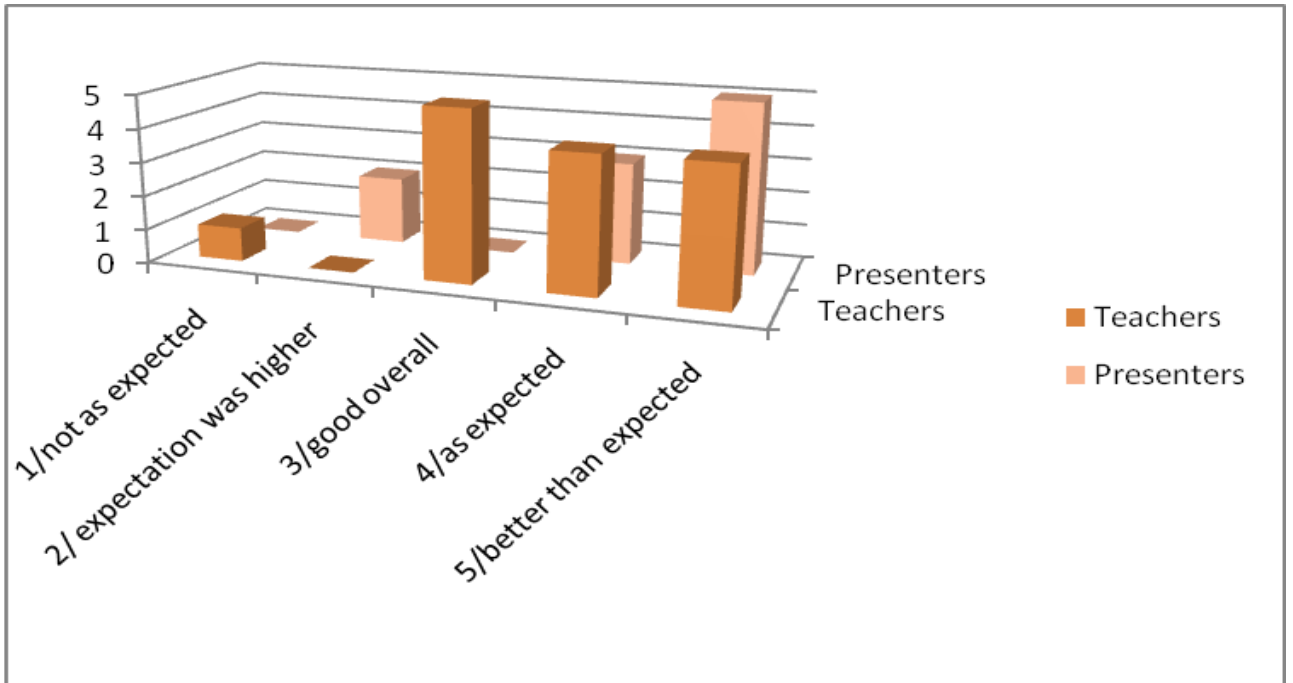
Some Suggestions from Teachers: Make the presentations more interactive.

### Distribution of Opinions

#### Highlights of Presentation

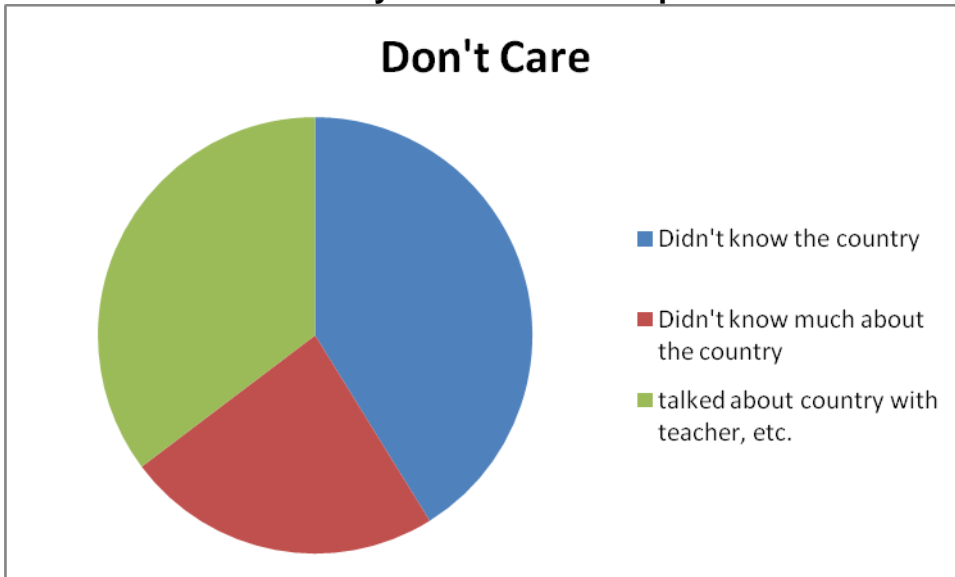


#### Outcome of Presentations

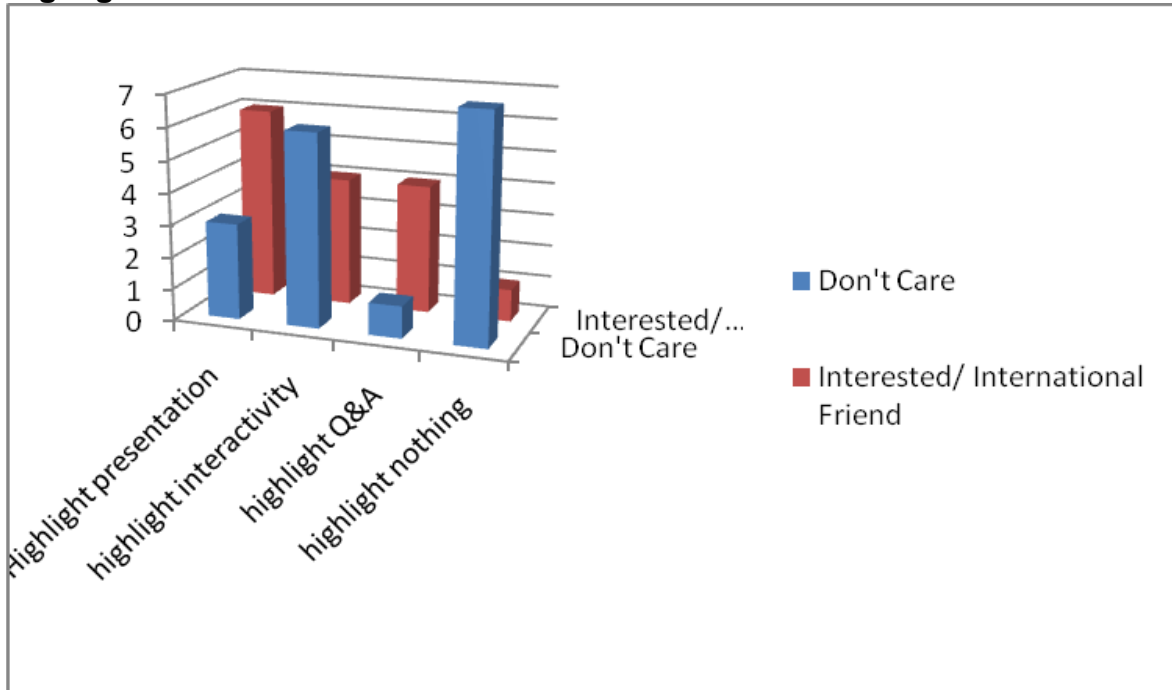


### Charts of Student Attitudes

#### Students who stated they don't care about presentation



## Highlights of Presentation



### Summary:

The evaluations show the I Speak program is effective in enhancing cultural understanding in schools and the greater Lansing area. It gives the presenters a chance to share their culture, and all students learn something. The teachers and group coordinators find the presentations very enriching and a good experience, and for many the highlights were the presentation itself and the time for question and answers. In order to enhance the program it would be best to include all available to resources such as power point, music, language, and artifacts to increase interactivity between the audience and the speaker.

**CVIP Annual Goals; Third Quarter (from 7/1/11 – 3/31/12)**

**DRAFT**

<b>Goal</b>	<b>Progress</b>	Com- pleted	In Prog- ress	Not Compl
Review the evaluation process designed and implemented in 2010 – 2011 and refine for future implementation in 2012 - 2013.	I Speak does a basic evaluation process. International Friendship Program distributed an evaluation to the students. The volunteer evaluation will be done in April. No other program evaluation progress to date.		X	
Conduct a survey of international students to identify program needs	Based on information gained from 2009 from OISS survey, it was determined this wasn't necessary. CVIP incorporated the International Spouse Connection, in response to an identified need.	X		
Develop and initiate an orientation for new board members.			X	
Finalize and file all job descriptions for program chairs, board members, appointed positions and other volunteer program positions.	Most job descriptions are complete and on file.	X		
Develop a cross-program volunteer screening and training system (that has elements of consistency and can be incorporated into current program training).			X	
Establish a brand with a logo that exemplifies the mission of CVIP.	Completed	X		
Create two new partnerships with external organizations for the purpose of spreading the word about CVIP programs, recruiting new volunteers and programming. Current partners as identified by CVIP membership are: Univ Lutheran Church – meeting space and program space for Every Tuesday, Jennifer New and the Dept of Com Arts and Science – Lending Center donations Bd of Water and Light – work release time for Lend ctr volunteers A+ English Language School – Home Visits VIPP – Global Fest MSU Union Activities Board – Global Fest Office of Cultural and Academic Transitions – Global Fest MSU Community Club East Lansing Public Library College of Ag – Iraqi Summer Program MSU Legal Clinic	Completed. City of East Lansing was a great partner in celebrating the 50 <sup>th</sup> . MSU Alumni Foundation provided initial support which is likely to continue beyond the purchase of engraved nametags. Michigan Nonprofit Association – administrative support	X		
Develop and maintain a Facebook link with regular updates.	Facebook is present but to date, only 39 people have “liked” the page and it is severely under-utilized.		X	

Develop an online brochure with language translator links.	None to date			X
Create and maintain a comprehensive list of volunteer opportunities; utilize local volunteer matching programs to help promote.	The list is completed and the next step is to connect with the local Volunteer Center at Capital Area United Way. Service Learning Center has a list.		X	
Develop an annual operating budget.	This will be done for 2012-2013 year		X	
Develop an annual giving plan using the “friends” concept and reach 40 donors with \$1500 in gifts.	Partially completed. We have received \$ 2025 in contributions from 22 individual donors for an average gift of \$92. In addition, \$1750 was collected from 5 event sponsors beyond OISS and MSU Alumni support. To complete this goal, we need to reach 18 more additional individual donors.		X	
Celebrate CVIP’s 50 <sup>th</sup> anniversary with income matching or exceeding expenses.	Completed	X		
Develop CVIP website to promote and accept contributions.			X	
Review current membership structure with any changes ready to be implemented by July 1, 2012.	This was completed and presented to the Exec Committee and the Board at the March meeting.	X		
Review and update the Bylaws			X	
Establish CVIP as a 501(c)3 corporation and ensure compliance.	Completed.	X		
Coordinate/ organize CVIP electronic files and ensure all relevant data and records are stored electronically.	In progress.		X	

Additional accomplishments:

- Raised a record amount for scholarships through the Global Gift Shop
- Made significant progress in determining our needs and researching a new database program
- Simplified the thank you/ tax receipt process at the Lending Center

4/10/2012